

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2013-015 **Issue Date:** 02-05-13 **Closing Date:** 02-19-13

**Dispatcher**  
**Law Enforcements Operations**  
**Department of Public Safety**  
**Hourly Wage: DOQ/Regular/Full-Time**

Is responsible to operate Tribal Police communications equipment to receive and transmit information relative to law enforcement activities. Receives incoming telephone calls for 911 emergencies, complaints, crimes in progress, etc. Obtains pertinent information from caller and transmits to police patrol units or appropriate agency. Provides assistance on inquiries received via telephone or in person. Overall duties are performed under stress; experience, training, judgment, and discretion are relied upon to handle emergency situations.

**Knowledge, Skills and Abilities:**

- Knowledge, in general, of Tribal and Federal Criminal laws.
- Knowledge, basic, of Revised Yakama Code.
- Knowledge of principles and processes for providing customer and personal services.
- Skill and proficient in use of a computer, 2-way radio, telephone, security video cameras, and fire alarm system.
- Ability to speak in a clear, concise well-modulated voice.
- Ability to exercise sound judgment in urgent decisions affecting life, well-being, civil liberties, and property.
- Ability to recognize unusual and abnormal situations and act in accordance with existing policies, procedures, and directives.
- Ability to successfully complete required training relative to position.
- Ability to use a computer and assorted software.
- Ability to adhere to high standards of personal conduct on and off the job.
- Ability and capability to quickly react to any emergency situation.
- Ability to handle stress.
- Ability to maintain strict confidentiality of program and client information.
- Ability to communicate courteously, tactfully, and effectively.
- Ability to follow oral and written instructions.
- Ability to work as a team member.
- Ability to work independently and productively with minimal supervision.
- Ability to be reliable, dependable, and trustworthy.
- Ability to sit for long periods of time.

**General Recruiting Indicators:**

- Requires a high school diploma or equivalent AND 2-years work experience in office support AND 6-months experience in radio communications and dispatch. OR, a combination of work experience and education totaling 2-years that demonstrate the ability to perform duties.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Drivers license with ability to obtain tribal drivers permit.
- Required to successfully pass a criminal background check; no misdemeanor or felony convictions.
- Required to successfully complete mandatory training for Telecommunication I Certification within 6-months of hire.
- Required to possess and maintain a basic first aid/CPR card current; or obtain one within 6-months of hire.
- Minimum keyboarding/typing skill of 35 words per minute (WPM).
- Must be 18 years of age.
- Required to take an annual physical which certifies 100% physical fitness.
- Must be reliable and, upon request, provide a reference on attendance.

**Special Requirements:**

- Requires working irregular hours, overtime, weekends, holidays, and rotating shifts.
- Requires attending and successfully completing mandatory training.
- Must understand the position and working conditions, and consider the impact on personal life-style and family.
- Required to wear a department uniform.
- Requires successfully passing and being certified to operate the ACCESS computer system used in law enforcement activities.
- Required to sign a code of conduct and understand sanction for misconduct.